

# **Higher Reach Online Registration**

# **QUICK ADMIT**

Define three roles that someone can use to log in to the University of Sioux Falls HiR online registration system and why to choose the correct one. Search for a section within the catalog and register for that Section.

- Navigate to the Quick Admit site
- Search for a Section
- Register for a Section
- Log in as a Student, Purchaser, or as an Instructor

#### **DEFINITIONS OF USERS**

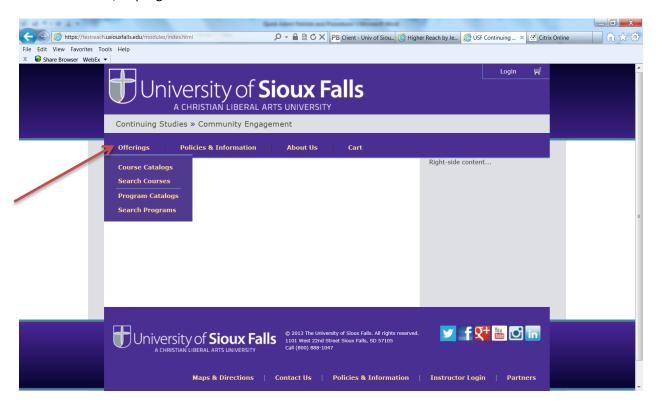
There are three types of users that can log into the USF HiR system.

- **Individual** The individual will log in to register and pay for a class for themselves or to redeem a reservation ticket that was purchased for them. The individual can also:
  - o Review their current, upcoming, or completed schedule
  - o Review their program enrollment
  - o Review their order and payment history and pay balances
  - Make changes to their profile
  - Make a request to be added to a wait list (if activated for a section)
- Group (i.a. School, Company, Affiliate) The group log in will be used to purchase a single or
  multiple reservation tickets. This is for purchase only NOT for registration into a class. The group
  can also:
  - Review their purchase history
  - Make changes to their profile
- Instructor The instructor log in is for the instructor to work with their class roster and communicate with the students in a class. This log in is NOT for registering for a class. The instructor login can:
  - Review their teaching schedule
  - Send an e-mail to the class roster
  - Assign final grades for a class

### **QUICK ADMIT LANDING PAGE FOR STUDENT**

Students will begin by navigating to the USF HiR Quick Admit home page, <a href="https://reach.usiouxfalls.edu">https://reach.usiouxfalls.edu</a>. Once there students will be able to search for a section or program or browse through the catalog to find the course that they wish to enroll in. Another method is to provide students with the direct link to the course that they will be registering for.

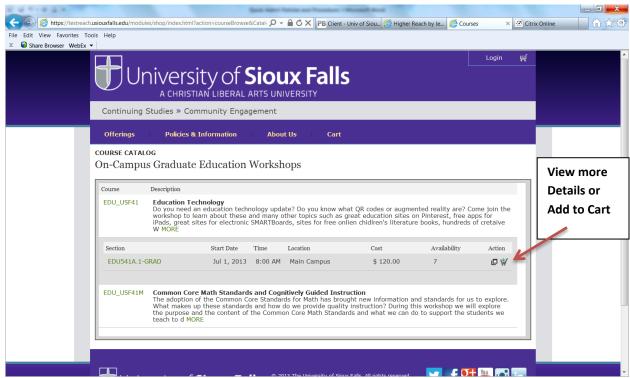
- 1. Navigate to <a href="https://reach.usiouxfalls.edu">https://reach.usiouxfalls.edu</a>
  - a. Click on "Offering" tab to search for a single course and/or program or catalog of course and/or program.



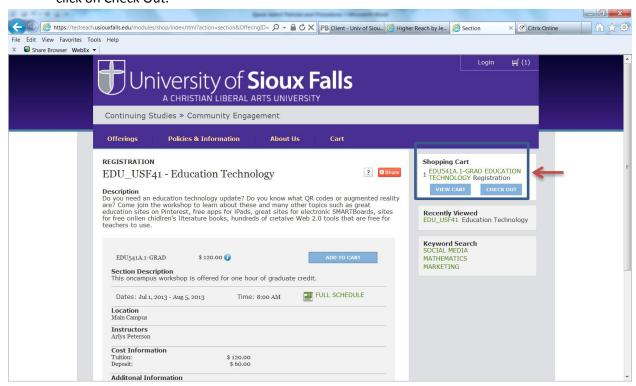
## 1. Select an Offering



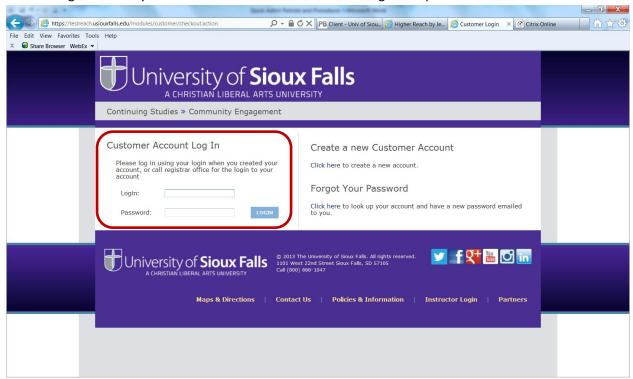
2. Choose one of the Sections and click on "View more Details" or "Add to Cart"



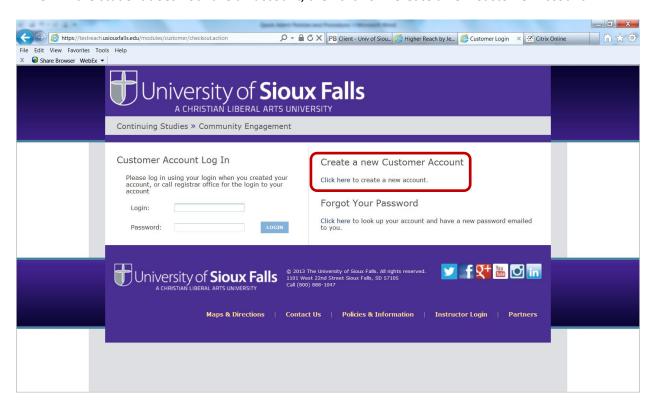
3. If you want to make more than one purchase, then click on View Cart, or if you are finished then click on Check Out.



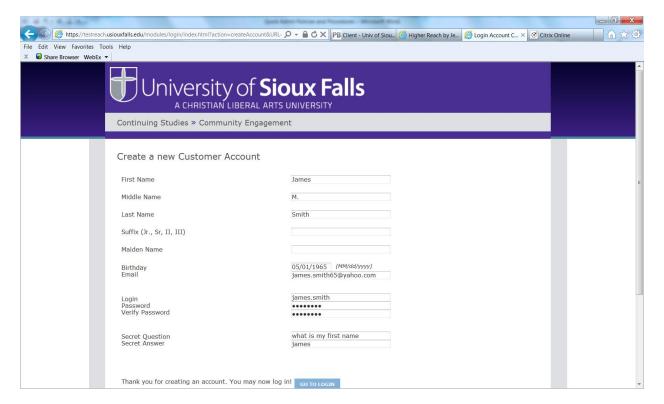
4. Log into HiR if you have an established account with login and password.



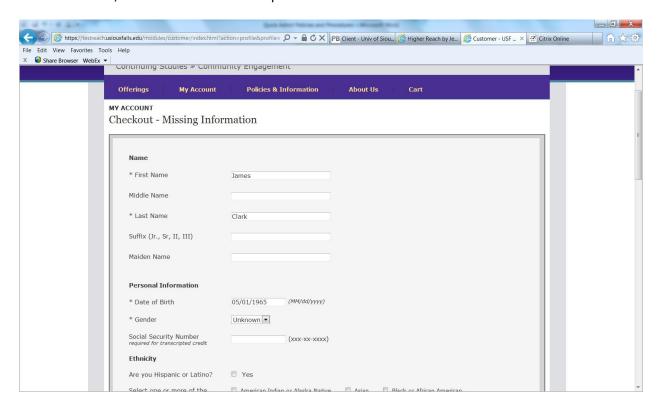
5. If the student does not have an account, then click on "Create a new Customer Account"



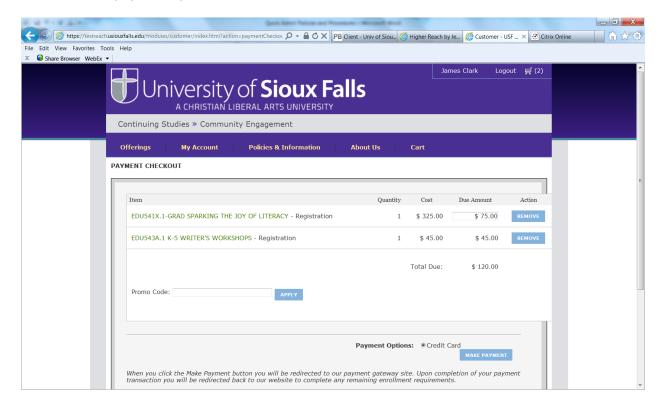
- 6. Complete fields and Go to Login
  - a. Login must be 6 characters
  - b. Password must be 8 characters
  - c. Secret question student decides
  - d. Birthday & email address is required



7. Finish shopping and Check-out and complete missing information, i.e. mailing address, phone number, etc. \* items must be completed



8. Submit payment by credit card – VISA, MasterCard, or Discover



- 9. Email will be generated to student
  - a. Registration Confirmation for each workshop
  - b. Receipt for any payments or invoice for any amount unpaid